



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: DDO
Number: 3125.1A
Date: August 31, 2000
Subject: Notaries Public,
Appointment of

1. **PURPOSE AND SCOPE.** To establish procedures within the D.C. Department of Corrections (DCDC) for the appointment of employees as Notaries Public when they are required to serve in that capacity in the performance of their official duties, and to authorize an allowance not in excess of the expense incurred to obtain the commission.
2. **PROGRAM OBJECTIVES.** The expected results of this policy are:
 - a. Notary Public services shall be provided for employees of the D.C. Department of Corrections (DCDC) in the performance of their official duties.
 - b. Notary Public services shall be available for inmates, committed to the custody of the DCDC, when required for power of attorney and access to the courts.
3. **DIRECTIVES RESCINDED.** DO 3125.1, "Appointment of Notaries Public," (12/30/80)
4. **AUTHORITY.**
 - (1) D.C. Code § 24-442
 - (2) D.C. Code §§ 1-501 and 1-803.
5. **STANDARDS REFERENCED.** None
6. **DELEGATION OF AUTHORITY.** The Deputy Directors, Wardens, Deputy Wardens, Administrators, and Office Chiefs are delegated authority to select and monitor nominees for appointment as Notaries Public subject to the approval by the Director or his designee.
7. **PROCEDURES**
 - a. Requests for appointment of an employee as a Notary Public shall be submitted by memorandum through the chain of command to the Director for approval. All requests shall be based on a realistic appraisal of the employee's job, its relationship to the actual needs of Notary Public services, the number of documents to be notarized and the availability of such services from other Offices or Divisions.

- b. If the request is disapproved, the request memorandum shall be returned to the employee with a statement signed by the disapproving official stating why the request was disapproved
- c. If the request is approved, the approved memorandum shall be returned to the employee with the approval noted and signed by the approving official.
- d. After the employee receives the memorandum approving the request to be a Notary Public, the employee shall apply to be appointed in Virginia or the District of Columbia, depending of where the employee works.
- e. When an employee has been appointed, he or she shall submit Form 1.201 (Request for Materials and Supplies), along with a copy of the approved memorandum, through the chain of command for reimbursement of expenses incurred in obtaining the commission. Itemized receipts or cancelled checks must accompany Form 1. 201 when presented for payment.
- f. Payment of Notary Public expenses in obtaining a commission shall be limited to commission fee, rubber stamps, seal and notary bond as may be required by the laws of Virginia or the District of Columbia as applicable.

8. RESTRICTIONS

- a. Notary fees shall not be collected at any time when a Notary Public is exempted from the payment of the license fee under D.C. Code § 1-803 and appointed under the provisions of this Program Statement.
- b. Notary services for employees shall be limited to the performance of official duties.
- c. Notary services shall be limited to inmates requiring notary services for power of attorney and access to courts.
- d. An employee may only serve as a Notary Public as provided in this Program Statement. The employee may not serve as a Notary Public during his or her non-working hours or notarize any document that is not related to DCDC and/or an inmate.

9. RECORDS AND REPORTS

- a. Each appointed Notary Public shall maintain a current record or log of all transactions performed during his or her tenure. The following information must be recorded for each transaction:
 - (1) **Place / Location of transaction.** Facility or office, city, district or state.
 - (2) **Type of transaction.** e.g. oath, acknowledgement, affidavit, deposition.
 - (3) **Date signed or administered.** Record the date the transaction took place.

- (4) **Subject or summary of instrument.** Indicate the subject, title or summary of the instrument, e.g. power of attorney, civil action number and title.
- (5) **Name of the individual signing the instrument.** The name of the person or persons signing the document.
- b. Notaries licensed in the District of Columbia shall submit an annual report of all transactions conducted during the previous year through the Director to the D.C. Notary Commission by January 15 of the following year.
- c. The Director's office shall publish a list of employees who are Notaries Public annually in January of each year and update the list as changes occur.

A handwritten signature in cursive script that reads "Odie Washington".

Odie Washington
Director